

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
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Authority/References KRS 196.030, 196.035	Subject CONTROLLED INTAKE OF INMATES	

I. DEFINITIONS

“Assessment and Classification Center” or “AC Center” means the unit at both the Roederer Correctional Complex (RCC) and Kentucky Correctional Institution for Women (KCIW) that initially receives into the Department of Corrections all convicted felons, with the exception of those given the death penalty.

“Controlled Intake” means the orderly controlled flow of convicted felons into the adult correctional institutions of the Kentucky Department of Corrections. All control shall be exercised by the Assessment and Classification Center. It shall also mean the methods for identifying, interviewing, and transporting Controlled Intake inmates who are eligible to meet the Parole Board.

“Medical or security cases” means convicted felons sentenced to a term of incarceration who present medical or unusual security problems which require prompt admission.

“Controlled Intake inmate” means an inmate awaiting admission to a state adult correctional facility or transfers into a local facilities program as defined by KRS 532.100.

“Controlled Intake interviews” means interviews conducted by the Parole Board with Controlled intake offenders who have met parole eligibility guidelines.

II. POLICY and PROCEDURE

- A. This policy establishes procedures to control and prioritize the intake of both male and female convicted felons into Department of Corrections’ facilities so that intake does not exceed the inmate housing capacity of its adult correctional institutions.
- B. This policy and procedure is applicable to all staff in the Kentucky Department of Corrections and to all jails, institutions, or other agencies that send or transfer male or female convicted felons to adult correctional institutions of the Kentucky Department of Corrections.

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C. Control Agency

The Assessment and Classification Center at the RCC shall coordinate intake with all necessary Kentucky officials. The Department of Corrections shall not delay reception of any prisoners as long as space is available at the appropriate AC Center.

D. Priorities

The priority for admitting a prisoner shall be determined by the Director of Population Management. Only the Commissioner or Deputy Commissioner of the Department may make an exception to this procedure.

E. Procedures for Admission

1. Escapee

- a. An escapee who has been previously admitted to one of the Department's institutions shall be received on a priority basis. An institutional warden who has an escapee to pick up shall notify the Classification Branch Manager at Central Office of the expected date of return so that space may be reserved. Escapees shall be scheduled to be returned every week, Monday through Friday.
- b. If a prisoner who has escaped from a state penal institution is lodged in a jail, the jailer shall notify the Warden of the institution from which the prisoner escaped. The jailer shall also inform the local Probation and Parole Officer. If the prisoner has escaped from a Community Center or jail program, the jailer shall notify the Probation and Parole Officer, who shall then notify the Branch Manager of the Community Services Branch. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

2. All New Commitments and Parole Violators

a. Jailer's Responsibilities

(1) All New Commitments and Parole Violators

If the county has a new commitment to deliver to the Department of Corrections, the Assessment and Classification Center at the Roederer Correctional Complex

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shall notify the sheriff and jailer regarding the date the prisoner is to be transported to the institution. In the case of a parole violator, the Parole Officer shall be notified.

If a prisoner is a medical or security priority case, the Director of Local Facilities shall be notified by the jail. The Division of Local Facilities shall notify the Classification Branch Manager. Written documentation shall be provided before a priority request is considered. The jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

(2) Parolee Returned to Community Supervision or Prisoner Shock Probated from the Jail

If a parolee is held in a jail and is returned to community supervision or shock probated from the jail, the jailer may bill the Division of Community Services and Local Facilities for the appropriate time spent in jail.

b. Sheriff's Responsibilities

- (1) The sheriff or designee shall have the responsibility of delivering from his county a new commitment and probation violator to the appropriate Assessment and Classification Center on the day designated by the Assessment and Classification Center Director or designee. Appropriate documentation for admission shall accompany the prisoner.
- (2) If a prisoner's status changes and the prisoner is unavailable for delivery or if the prisoner cannot be delivered on the date designated by the Assessment and Classification Center, the Center shall be notified by telephone so an alternate date can be arranged.
- (3) A substitution shall not be allowed for the inmate scheduled for admission without prior approval of the Director of the Assessment and Classification Center or designee.

c. Probation and Parole Officers' Responsibilities

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- (1) To prevent the possibility of holding an offender past the release date, immediately after final sentencing the Probation and Parole Officer shall obtain a copy of the commitment order or judgment and compute the total jail time served prior to sentencing. The Probation and Parole Officer shall enter the commitment order and the pre-sentence investigation into the Offender Management System.
- (2) Immediately upon final sentencing, the Probation and Parole officer shall complete a prisoner notification in the Offender Management System. If a parolee is placed in custody on a detainer issued by a Kentucky parole officer or taken into custody on a parole violation warrant, the supervising officer or Probation and Parole employee in central office having knowledge of custody shall complete the prisoner notification in the Offender Management System.
- (3) The Probation and Parole Officer shall enter a prisoner notification in the Offender Management System (refer to CPP 27-20-02) on any parole violation on the date the detainer or warrant is filed.
- (4) The Probation and Parole officer shall enter a prisoner notification in the Offender Management System (refer to CPP 27-20-02) upon notification from the jailer that an escapee from a state penal institution or a community center has been lodged in the local jail. If the prisoner is released, the Probation and Parole officer shall send a prisoner status change (refer to CPP 27-20-03) so the prisoner can be deleted from the controlled intake list.
- (5) If there is a change in a prisoner's status like shock probation, release on appeal bond, return to jail upon denial, escape from jail while awaiting transport, or release to community supervision, the Probation and Parole officer or offender records specialist is responsible for entering the information into the offender management system as directed by the Deputy Commissioner of Administrative Services.
- (6) The Probation and Parole officer shall have the responsibility of returning all parole violators with warrants

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on the date specified by the Assessment and Classification Center Director, or his designee. The Probation and Parole supervisor responsible for the county in which the parole violator is held shall be notified of the date the parole violator is to be returned. This procedure shall be used except in counties that other arrangements have been made for the return of parole violators. If a parolee being held on a parole violation warrant or detainer is returned to community supervision, the probation and parole officer shall enter the information into the Offender Management System.

d. Responsibilities of the Assessment and Classification Center

- (1) Men under sentence of death shall be admitted directly to the Kentucky State Penitentiary upon approval and scheduling by the Assessment and Classification Center.

Women under sentence of death shall be admitted directly to the Kentucky Correctional Institution for Women upon approval and scheduling by the Assessment and Classification Center.

- (2) A master list shall be developed for the purpose of ordering prisoners based upon the priority system. The list shall be divided into counties and shall be maintained by the Assessment and Classification Center.

The list shall indicate the following:

- (a) Prisoner's name;
- (b) County of conviction;
- (c) Date of birth;
- (d) Parole eligibility date;
- (e) Offender status;
- (f) Institutional number; and
- (g) Remarks.

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- (3) After being advised of the daily inmate count, the Classification Branch Manager and the Director of the Assessment and Classification Center shall determine the number of prisoners to be ordered. Consideration in the ordering process shall be based on bed space.
- (4) The Director of the Assessment and Classification Center, or designee, shall notify the Sheriff or Probation and Parole supervisor by telephone of the date a male prisoner shall be delivered to the RCC AC Center or a female shall be delivered to the KCIW AC Center.

F. Procedures for Controlled Intake inmates eligible to meet the Parole Board

1. Identification of Controlled Intake inmates eligible for interview
 - a. The controlled intake records staff at RCC shall receive a list of all controlled intake inmates who are eligible to meet the Parole Board. The list shall be provided by the Offender Information Branch two (2) weeks prior to the Parole Board interview.
 - b. The appropriate Corrections staff shall contact each jail to verify if the offender is housed in that jail.
 - c. The controlled intake records staff at RCC shall assign the offender to a site to meet the Parole Board.
2. The parole plan investigation shall be in accordance with CPP 28-03-01.
3. Transportation and restraints shall be in accordance with CPP 27-21-01.
4. The Parole Board Interview
 - a. The Probation and Parole officer shall be responsible for the security and monitoring of the inmate while at the interview site and shall not leave the inmate unless other security arrangements have been made.
 - b. The Probation and Parole officer shall take the inmate to the Identification Unit to be photographed and fingerprinted at the interview site unless other arrangements have been made.

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5. If the inmate has completed the interview with the Parole Board, he shall be returned to the local facility.

- a. Inmates Recommended for Parole with Approved Plan and Parole Certificate

The Probation and Parole officer shall take those who have been recommended for parole with an approved parole plan and signed parole certificate to the jailer for the inmate's immediate release. If the parole certificate is not signed at the hearing site by appropriate personnel, the local Probation and Parole officer shall be responsible for reviewing the parole certificate with the inmate prior to release from jail. The form shall be signed and dated and the original given to the inmate. A copy shall be forwarded to the Parole Board, controlled intake records at RCC, and one (1) copy retained in the case file of the officer.

- b. Inmates Recommended for Parole without Approved Plan

Any inmate who has been recommended for parole without an approved plan shall remain in custody. The officer assigned to the local facility shall assist the inmate in the development of a parole plan.

- c. Release Procedures

The Probation and Parole officer shall take the parole certificate to the inmate for signature. The officer shall instruct the inmate to immediately report to the supervising officer after release.